



**GAHANNA CIVIL SERVICE COMMISSION
APPLICATION PACKET FOR LATERAL POLICE OFFICER
APPLICANTS**



“The Mission of the Gahanna Division of Police is to serve and protect our diverse community by building partnerships to provide professional law enforcement services that safeguard the lives, rights and property of all.”

Respect - Commitment - Integrity - Professionalism

Salary Range

1/1/2021 Rates	Step 1	Step 2	Step 3	Step 4
Hourly	\$29.25	\$33.15	\$38.23	\$47.92
Annually	\$60,834.54	\$68,942.11	\$79,522.11	\$99,672.30

- The Chief of Police may start a lateral with experience at a higher step as defined below
 - OPOTA Certification and 2 years prior experience starts at Step 2.
 - OPOTA Certification and 3 years of experience starts at Step 3.
 - OPOTA Certification and 4+ years of experience starts at Step 4.

Statement of Hiring Standards

Along with the qualifications listed in the job description and rule 13.13, candidates must meet the requirements of the City of Gahanna Background Hiring Standards. All information provided to the City of Gahanna will be verified through a **DETAILED** background investigation, including a truth verification examination. [The Background Hiring Standards are contained in Appendix A.](#)

Lateral Police Officer Applicant Standards

Full-time Police Officers with arrest powers, certified in any state within the United States, with no break in service for two (2) years at the time of application, may apply for a lateral appointment without taking the civil service examination outlined in Rule 13. Such candidates recently laid off or placed in a part-time or reserve position after having worked in a full-time position for two (2) consecutive years, may still apply for a lateral appointment, providing the candidate holds an active police officer certification. Lateral candidates must meet the criteria outlined in Section 13.01 and 13.09. Lateral candidates must be approved by the Director of Public Safety. (Gahanna Civil Service Rule 13.13)

2021 Hiring Timeline

9.27.2021	10.11.2021	Application Period
10.12.2021	10.22.2021	Personal History Statement (PHS) POBITS <ul style="list-style-type: none">• Applicants will receive PHS from POBITS and have 10 days to complete
10.21.2021	10.28.2021	PT Test Administered at Gahanna – Lincoln High School <ul style="list-style-type: none">• 10.21.2021 1300• 10.26.2021 10000• 10.28.2021 1300 *PT tests will not be rescheduled. Please plan ahead.
11.1.2021	11.25.2021	Polygraph/Backgrounds
December		Chief's interview
December/January		Conditional Offer of Employment

Step 1 - Formal Application with the City of Gahanna

Completing the Application

- File an application between September 27, 2021 and October 11, 2021 at 11:59 PM, at <https://www.governmentjobs.com/careers/gahanna>
- Applicants meeting the requirements listed above will be placed on the Eligible List.

Appeals

Per Chapter 149.05 of the City of Gahanna Codified Ordinances, appeals shall be in writing and shall be filed with the Clerk of Council within 30 calendar days from the date of the action being appealed. An appeal is considered filed when it is time stamped by the office of the Clerk of Council. Any appeal received after 5:00 p.m. on a business day or at any time on a non-business day shall be considered to be filed on the next business day.

Duration of Lists. The term or eligibility of each list and of the names appearing thereon shall be for a period of one (1) year from the date of the establishment of the eligibility list. At the discretion of the Director of Human Resources, an eligibility list may be terminated before its expiration date or extended for an additional six (6) months.

Removal from Eligibility List

See Section 13.09 of the City of Gahanna Civil Service Rules and Regulations.

Selection Process completed by the Gahanna Division of Police

The following steps will be completed in the selection process:

1. Completion of background investigation paperwork (Personal History Statement)
2. Physical fitness examination
3. Polygraph examination
4. Comprehensive background investigation
5. Completion of PRADO Quick View Law Enforcement and Emotional Intelligence Assessment. This assessment will assist the Division in determining candidate fit in the department culture and organizational goals.
6. Chief's interview

After the Chief's interview, selected candidates will receive a conditional offer of employment. All candidates receiving a conditional offer of employment must complete and pass the following:

1. Psychological Examination
2. Pre-employment physical exam

Physical Fitness Examination

All candidates placed on the eligible list and completing the PHS will be scheduled for a physical fitness examination. You will receive an email with instructions to self-schedule your physical fitness examination.

Date and Location of Examination

Location: Gahanna High School Track, 160 S. Hamilton Road. (Enter off Havens Corner Rd.)

Date/Time: October 21 at 1300, October 26 at 1000, or October 28, 2021 1300. Registration begins 30 minutes prior to testing time.

*Registration will close promptly at the test start time. No admittance after testing has started. Additional times may be added or deleted as needed.

Note: Only verifiable reasons for changing to the other exam date will be accepted, such as work scheduling or a documented medical reason. Requests for different date must be emailed to hr@gahanna.gov

1. If you are unable to successfully complete the physical fitness examination, you will be disqualified from the process.
2. **Two forms of identification are required**, including one that is government-issued and bears your photograph. The other identification must include at least your name, such as a work identification, credit card or bill.
3. Wear appropriate clothing to the physical fitness exam. The exam will be held indoors and outdoors.
4. The exam will be administered by Police personnel and will be evaluated in accordance with established and valid fitness standards as outlined by the Cooper Institute and as prescribed by the Ohio Peace Officer Training Commission (OPOTC).

Standards and Preparation for the Physical Fitness Examination

See Appendix C for a complete description of the standards of the physical fitness examination. Visit <https://www.gahanna.gov/join-our-team/> to view a video of the fitness standards.

Contact Information

If you have questions about this process, please carefully read through this packet to see if you can find the information you are seeking. If you are unable to find an answer to your question, you can reach us at 614-342-4234 or peyton.odell@gahanna.gov

- *If you would like a paper-copy of this packet, you may pick one up from: Gahanna City Hall, HR Department (2nd Floor), 200 S Hamilton Rd, Gahanna, OH 43230. Office Hours are M-F, 8am-5pm.*

Accommodation/Interpreter

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please speak with a Human Resources representative within two business days of submitting the application. Medical documentation will be required. Should you require services of a professional interpreter during the examination, please contact a Human Resources representative within two business days of submitting the application.

Public Records

The City of Gahanna cannot guarantee the confidentiality of the results of, or information obtained through our hiring procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment related documents, with the exception of medical records, maintained by the City of Gahanna related to these hiring procedures do not appear to fall within the enumerated exceptions.